

6 February 1976

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week Ending
6 February 1976

1. Management Committee Meeting on Supergrades: The Acting Director of Personnel and Deputy Director for Plans and Control attended the 4 February Management Committee Meeting at which the group considered an OP proposal regarding the management of the Agency's supergrade positions, ceiling and personnel. The Committee unanimously adopted OP's proposal and we are now drafting a recommendation for the DDCI's approval.

2. Allowances: An increase in the rates of payment for the Separate Maintenance Allowance is being considered by the State Department. Since an increase in rates would have Government-wide application, a member of the Allowances Staff of the State Department suggests that the Assistant Secretary for Administration may submit the proposal to the Inter-Agency Committee on Allowances for consideration.

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3. Handicapped Program: The Coordinator for Handicapped Programs (Miss [redacted] met with the Deputy Chief, Logistics Services Division (Mr. [redacted] on 3 February to discuss several matters pertinent to assisting the handicapped:

a. Twenty-four copies of the International Symbol of Access were turned over to Mr. [redacted] for installation at the restrooms which have been reconfigured to accommodate handicapped employees. He plans to discuss installation with the Fine Arts Committee. 25X1A

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b. The parking situation for handicapped employees was discussed, and Mr. [redacted] advised that LSD plans to emphasize to the Directorates the need for planning ahead for adequate parking for handicapped employees.

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c. In the renegotiation of leases for Ames and Key Buildings recently, Mr. [redacted] stated that provision was made for inclusion of a clause requiring that the buildings be made accessible to handicapped persons in accordance with the law. He reports that the [redacted] Building restrooms already meet the standards of accessibility. 25X1A

4. APP: We began our review of individual Career Service APP's in depth in preparation for discussions with Career Service senior personnel officers to show them what the report "tells" and how to identify the areas (and offices) of weakness or strength.

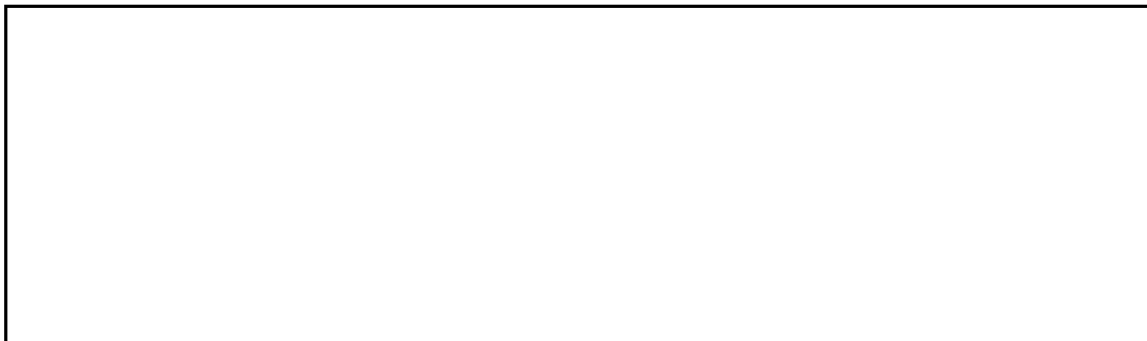
5. VIP:

a. Quarterly statements for the last quarter of 1975 are now being distributed.

b. The unit value of the Growth Fund continues to increase. It is now at \$9.28.

6. Blood Donors: Blood Donor day was held on Tuesday, 3 February; 174 contributions were made -- 11 more than last month.

7. Rehired Annuitants: The following rehired annuitant cases were approved for the Administration Directorate:



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Coming Events:

1. Representatives from our Personal Affairs Branch will present a three-hour Skills Session on 18 February. The topic will be proper handling of casualty and emergency cases.

2. The Chief of our Professional Placement Branch is scheduled to attend a half-day workshop at the Civil Service Commission on 9 February concerning the preparation of FY 77 Affirmative Action Program Plans for the Hiring, Placement and Advancement of Handicapped Individuals and Disabled Veterans.

3. Colonel Thomas W. Kelly, USA, from the Office of the Deputy Chief of Staff for Operations and Plans, and Colonel Gordon E. Fornell, USAF, from the Directorate of Development and Acquisition, will address the members of the Agency Reserve Unit on Monday, 9 February. They will speak on the subject "New Army/Air Force Development." The meeting will begin at 1745 hours.

4. The monthly Personnel Officers' Meeting will be held at 10:30 on Wednesday, 11 February in the Headquarters auditorium.



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Acting Director of Personnel

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